

Important Telephone Numbers:

City Agencies

Transportation Engineering Bureau (407) 246-2281
Traffic Management Center (407) 246-2020
Parking Bureau (407) 246-2154
Office of Permitting Services (407) 246-2271
Orlando Police Department (321) 235-5300

Other Agencies

Orange County Traffic Engineering (407) 836-7830
Florida Dept. of Transportation
North Maintenance Office (407) 977-6530
Florida Dept. of Transportation
South Maintenance Office (407) 858-5900
Expressway Authority (407) 649-9624
Lynx (Public Transportation) (407) 841-2279

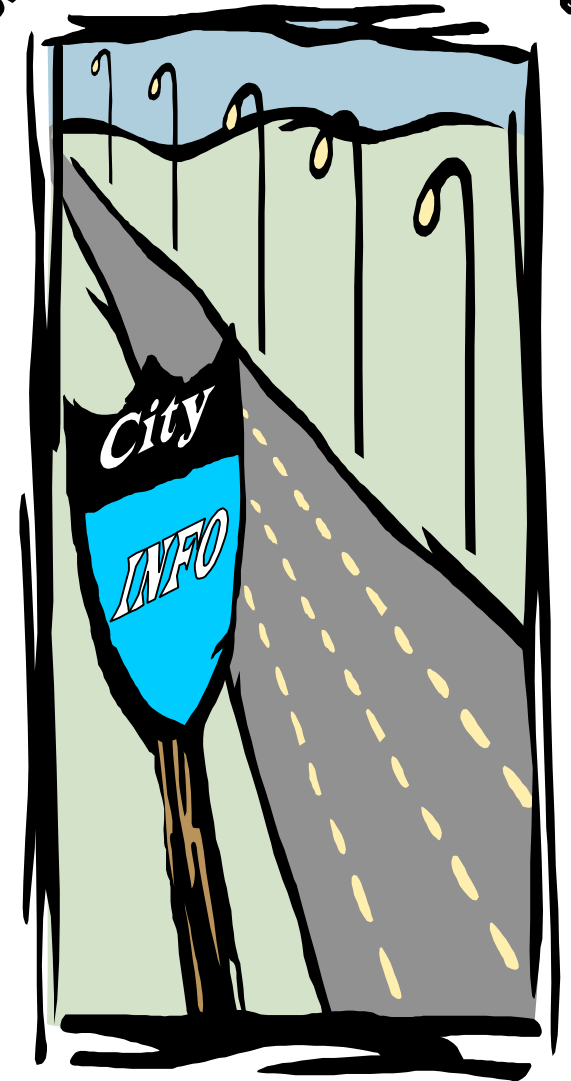


Prepared By:
The City of Orlando
Transportation Engineering Bureau

2003

City of Orlando
Transportation Engineering Bureau
8th Floor City Hall
400 S. Orange Avenue
P.O. Box 4990
Orlando, Florida 32802 -4990

How To Work Safely in the Street



CITY OF ORLANDO

HowTo Work Safely In The Streets

Introduction

This brochure has been developed by the Transportation Engineering Bureau to answer the most commonly asked questions about how to work safely in the street. Two very important steps to your success are:

1. To receive guidance on how to set up a safe work area.
2. To obtain authorization to close street, sidewalks, lanes or public alleys.

In order for you to work safely, there are approved traffic control devices that should be installed to separate your work area from motor vehicles and pedestrians. Some of these devices are signs, cones and barricades.



When do I need Street, Lane or Sidewalk Closure Authorization?

In addition to any applicable permits an “Authorization” is necessary for all construction or maintenance work, which requires the closure of any street, travel lane, public alley or sidewalk within the City.

Here are just a few examples of work that require “Authorization”

1. Sidewalk or Street excavation (digging)
2. Installing utility services
3. Driveway construction
4. Accessing manholes

How do I obtain “Authorization”?



For your convenience, “Authorization” can be obtained by phoning us at (407) 246-3704. A staff person is here to assist you Monday-Friday 7:00 a.m. to 4:00 p.m.

How much advanced notice is needed by the City to approve the “Authorization”?

1. Full street closures – 72 hours
2. Lane closures – 24 hours
3. Sidewalk closures – 24 hours
4. Public Alleys – 24 hours

What information will I need to provide the City to get authorization?

1. Your name
2. Your company name
3. Phone number(s)
4. Specific location of closure(s)
5. Type of work being performed
6. Date(s) the work is being performed

Are there time restrictions for closing streets or traffic lanes?



Yes. The “Rule of Thumb” is no work on major streets in the Downtown Business District will be allowed during normal business hours. It is best to contact us to discuss the time restrictions for this and other areas.

If you have any questions:

You can call us at (407) 246-3704. Staff is available to assist you Monday through Friday between 7:00 a.m. and 4:00 p.m.

Are there time restrictions for closing sidewalks?

Yes. Entertainment and attraction areas, schools and the Downtown Business District are locations where various restrictions apply.



Is there anyone else I need to contact?

We can direct you to the appropriate City agencies that may be involved.

If the closure is on a State Road, Toll Road or County Road, these agencies should also be notified. These numbers are located on the back. You should notify the Orlando Police Dept. at (321) 235-5300 when your lane closure exceeds two hours.

How will I know that I received “Authorization”?

We will notify you by telephone as soon as we have received and evaluated your request. Then we will discuss the provisions of the request with you. You have received “Authorization” when you are given the “Authorization” number for your closure. The person(s) performing the work should have the “Authorization” number at the job site.

IMPORTANT INFORMATION

The Florida Department of Transportation (FDOT) requires that any person responsible for the Design, Implementation or Maintenance of Work Zone Traffic Control be properly trained and certified at the appropriate level. Our staff can provide you with the names of some organizations that provide training and certifications that meet FDOT requirements.